

DD MM YY

MEMORANDUM

From: Requestor's Name, UNIT/Organization
To: Commanding Officer, Marine Corps Air Station Iwakuni
(ATTN: Station Inspector)
Via: (1) Requestor's, Commanding Officer, UNIT/Organization
(2) Provost Marshal

Subj: REQUEST RESTRICTIVE DRIVING PRIVILEGES

Ref: MCASO 5560.8B

Encl: (1) Remedial Driving Course Completion Roster
(2) Traffic Hearing Document

1. Indicate all information for request and additional supporting information to help in the restrictive driving process.

Note: This is where you request and justify restrictive driving privileges based on mission requirement, and unusual personal or family hardship; the latter of these exceptions will further assume that no reasonable available means of transportation exists (e.g., carpools, public transportation, bicycling, walking, a second driver in household).

(Signature)
X.X. LNAME